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**THE DISTRICT OF COLUMBIA
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
4-YEAR STATE PLAN FOR PROGRAM YEARS 2008 - 2011**

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**The District of Columbia Senior Community Service Employment Program
4-Year State Plan for Program Years 2008 - 2011**

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The District of Columbia Senior Community Service Employment Program (SCSEP) 4-Year State Plan for Program Years 2008 - 2011

Executive Summary

The Senior Community Service Employment Program (SCSEP) will continue to provide the services necessary to meet the needs of our senior community as they face the challenges of everyday life. The 4-Year State Plan provided a wonderful opportunity for the District of Columbia to take a longer term, strategic view of the SCSEP, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the District of Columbia.

This 4-Year State Plan will foster both short-term and long-term coordination among the various national and state SCSEP grantees and sub-recipients operating within the State and to facilitate the effort of key stakeholders, including State and Local Boards under the Workforce Investment Act (WIA), to work collaboratively through a participatory process to accomplish the SCSEP's goals.

In developing this State Plan, we have addressed the role of SCSEP relative to other workforce programs and initiatives, as well as other programs serving older workers, and will articulate how all of the Title V grantees, service providers and partners in the District of Columbia have examined and as appropriate, planned longer-term changes to the design of the program, so as to better achieve the goals of the program.

In order to ensure that these goals are met the Title V grantees, service providers and partners will be collaborating, as well as pooling resources to improve already established programs for job placement and retention in unsubsidized employment, skill gains and credentials in specific occupational/academic areas. We will closely monitor service providers, program operators, and host agency on a continuous basis to insure that their performance measures are achieved.

In partnership with all of the Title V grantees, service providers, and partners, we will develop a more efficient system, tailored to meet the senior's economic, workforce development, and support services needs. This will include collaboration on convening meetings with various community groups/organizations to identify and address their specific needs. We will also work collaboratively with our education and workforce development partners to ensure that they existing and emerging senior workforce needs in the District and metropolitan region are equipped with the knowledge and skills to be competitive. We intend to streamline information and services, currently offered to our seniors through multiple agencies and organizations, by opening up the lines of communication to ensure that our seniors are receiving the best services possible. As a result, our seniors will have the knowledge they need to make informed choices about employment, supportive services, education and occupational training.

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Section 1. Purpose of the State Plan

Department of Employment Services (DOES)

The Senior Community Service Employment Program (SCSEP) is a community service and work-based training program funded by the U.S. Department of Labor (USDOL). SCSEP provides meaningful, part-time, paid work experience/training to low-income District residents ages 55 and older. Our SCSEP participants are placed with local government agencies and community-based organizations that act as “host agencies” that provide valuable services to the community. The program’s mission is to promote pathways to economic self-sufficiency for older individuals, enhance employment opportunities, and provide businesses with trained, qualified, and reliable workers.

The District of Columbia Office on Aging (DCOA) has oversight responsibility for the provision of services to senior residents of the District of Columbia. They currently work in partnership with the Department of Employment Services’ (DOES) One Stop Network in offering employment, training and support services to seniors in the SCSEP.

The following initiatives support the network of senior services:

- Development of partnerships with community based organizations to broaden work experience opportunities.
- Linkages with adult education and training resources available through the one stop system.
- Coordination with vocational rehabilitation programs to ensure that seniors with special needs have access to available resources.
- Collaboration between senior centers and other programs sponsored by DCOA to disseminate information on available workforce development services available through the one stop system.
- Collaboration with multicultural organizations to ensure that our one stop system effectively addresses the diverse needs of all seniors.

DC Office on Aging (DCOA)

The Office on Aging was created by DC Law 1-24 in 1975 as the District's State and Area Agency on Aging. It is structured to carry out advocacy, leadership, management, program, and fiscal responsibilities. On the program level, the Office on Aging oversees the operation of two on-site programs, the Information and Assistance Center and the Older Workers Employment and Training Program (OWETP). In addition, it contracts for and monitors the operation of a District-owned, privately operated nursing home. It also funds a Senior Service Network comprising 20 community-based, nonprofit organizations that provide direct services to the District's elderly citizens.

The 30 community-based, education, government, and private organizations that make up the Senior Service Network operate more than 40 programs for older persons. Crucial to the Network are five Lead Agencies that offer a broad range of legal, nutrition, social, and health services. The goal of these six agencies is to enhance the quality of life for older adults and their families throughout all eight wards of the District of Columbia. The agencies accomplish this

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goal through widespread distribution of information about the variety of services and programs offered seniors throughout the city and ways to access them. These agencies assist OWETP through referral and general outreach efforts.

The ***Family and Child Agency*** is an example of these community based agencies. This particular agency is an important part of the OWETP service delivery system. This agency provides Saturday, site-based respite care for spouses and other relatives who care for persons with Alzheimer's disease and dementia. It offers caregivers emotional support, information, and education at monthly support group meetings. This agency also facilitates the Heavy Housekeeping Services and the Senior Works Program. Heavy house keeping services are provided to frail, mentally impaired clients who cannot maintain their residences and who need homemaker services but are denied help because of the deplorable and unsanitary condition of their living quarters. The primary goal of this service is to make the living quarters habitable so that homemaker services can be initiated.

The ***Senior Works Program*** is a structured internship program for District seniors seeking short-term volunteer opportunities and assignments working in public and private agencies, sponsored by the DC Office on Aging. Part-time volunteer internship assignments are generally limited to three months or less, with a small stipend provided to defray the intern/volunteer's travel and other workplace expenses.

The **WTW** or **Way to Work** program is the main funding source for OWETP. It also sets the guidelines for the targeted population. Income limitations for training candidates and age range for potential clients are all specified in WTW. The WTW Program is funded with a grant from Department of Employment Services. The program provides employment and training opportunities for District residents 55 years of age and older. Services are provided under Title I of the Act, and emphasize the development of employment and training opportunities through job search assistance workshops, on-the-job training, job development, and placement and classroom skills training.

DCOA is an active one-stop partner in the District of Columbia Workforce Initiative Act (WIA) and partners with the Senior Community Service Employment Program (SCSEP). SCSEP is a community service and work-based training program funded by the U.S. Department of Labor (USDOL). Like OWETP, SCSEP provides meaningful, part-time, paid work experience/training to low-income District residents ages 55 and older.

The following initiatives support the network of senior services:

- Development of partnerships with community based organizations to broaden work experience opportunities.
- Linkages with adult education resources available through the one stop system.
- Coordination with vocational rehabilitation programs to ensure that seniors with special needs have access to available resources (ex. UDC Institute of Gerontology and the DOES Empowerment Program).

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- Collaboration between senior centers and other programs sponsored by DCOA to disseminate information on available workforce development services available through the one stop system.
- Collaboration with multicultural organizations to ensure that our one stop system effectively addresses the diverse needs of all seniors (ex. Asian and Hispanic Senior Centers)

The purpose of this plan is to use the mentioned collaborations, partnerships and innovative outreach tools to expand the employment opportunities for seniors in the District of Columbia.

Downtown Cluster's Geriatric Day Care Center, Inc. (DCGDCC)

The mission of the Downtown Cluster's Geriatric Day Care Center is to provide a comprehensive system of therapeutic care and supportive services to enhance the functioning levels of the at-risk, functionally and economically challenged elderly so that they can remain in the community.

Downtown Cluster's Geriatric Day Care Center (the Center) began operation in 1976 as one of the first therapeutic geriatric day care centers in the District of Columbia. The city-wide program was established at a time when the elderly were being left at hospitals and on the streets because the burden of care had become too great and frustrating for family and friends.

In 1976, when the Center first opened its doors, fifteen elderly participants were served. Initially there were two locations, one at 900 Massachusetts Avenue, NW in the Mount Vernon Place United Methodist Church and the other at 11th and K Street, NW in the Asbury United Methodist Church. At that time, there were 103,713 elderly, age 60 and over, residing in the District of Columbia. That number represented 14% of the District's 757,000 residents. Many of the elderly faced decreasing physical and mental health through the normal process of aging. It was believed at that time that the feelings of loneliness, being unneeded, unwanted, or lack of direction, took its toll in adjusting to the challenges of the aging process. It was determined that the aging population needed help from the community in which they lived, to assist in meeting their needs and enhance their quality of life. The Center was the vehicle used to address the needs of this very special population.

It is with this rich history of serving and meeting needs of the aging population in the District of Columbia that Downtown Cluster's Geriatric Day Care Center established track record of effectiveness. The Center's responsiveness to the community and quality service delivery are responsible for its progressive growth and development. We have grown from serving 15 participants in 1976 to close to 100 in 2007. Resource constraints, both financial and spatial have precluded expansion in number of participants served.

The same needs the elderly population faced in 1976 exist today, but with increased complexity. There are many factors contributing to the complexity as present day elderly are confronted with multiple chronic diseases, many require assistance with two or more activities/instruments of daily living. The complexity factor, along with an increase in the elderly population, and a decline in resources made it very challenging to provide needed services.

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Core Values

- We value the quality of life of the elderly through meaningful service;
- We value dignity and respect for each participant and staff;
- We value a commitment to excellence in providing quality service to the elderly;
- We value confidentiality;
- We value advocacy and serving as a voice for the functionally impaired elderly;
- We value having a competent, caring, professional staff to serve the elderly;
- We value partnerships to help us in carrying out our mission.

Goals

- To improve and/or maintain maximum functioning levels;
- To prevent premature institutionalization and isolation;
- To foster independence;
- To provide respite for caregivers;
- To promote and support the extended family.

National Association for Hispanic Elderly (NAHE)

The National Association for Hispanic Elderly (NAHE) was founded in 1975 to serve the needs of Hispanic Elderly and other low income persons. It is recognized as the pioneer and the leading organization in the field of Hispanic Aging. It has become one of the broadest based Hispanic organizations in the nation. It is a private, non-profit 501(c)(3) corporation with both public and private funding. It has earned a national reputation for its work with the elderly and for its increasingly significant role in the larger Hispanic community.

The scope of the Association's work included employment programs, services for the elderly, economic development project which include low-income housing and neighborhood development programs, research and data collection, training and technical assistance, development of model projects, and award winning media productions. The Association has an extended network of over 500 public and private community services organizations throughout the nation.

The Association is proud of its achievements which are founded on commitment to excellence in its services, and integrity in its management of resources for Hispanic and low-income communities.

NAHE is committed to achieving social change by focusing on the needs of low-income minority and Hispanic older persons, thus impacting the Hispanic community and the national as a whole. We believe in the right of each human being to have a decent and dignified life. Because of this belief, we attempt to provide some visible means to achieving such a way of life, especially for low-income older persons, many of whom, because of language and culture differences, are more vulnerable than their contemporaries. In response to the needs of the low-income elderly, we provide programs of employment and training, health, housing and economic development. Aware of ongoing societal changes, we attempt to remain open and creative in our corporate commitment to older persons and the Hispanic community.

Dignity Through WORK

Funded by the US Department of Labor's Employment and Training Administration and administered by the Association, the Senior Community Services Employment Program (SCSEP) under Title V of the Older Americans Act is a model for successful placement of older workers in community service jobs. Some 1,000 low-income older persons in four states and the District of Columbia are currently employment through SCSEP, with over 76% from minority groups, including Hispanics, African Americans, Asians, and Native Americans. Many speak only their native language, and for many, SCSEP is their only source of income. For most, it is a means to dignity and fulfillment in a difficult old age.

Some work for agencies that serve senior citizens; other serve the general community. In all cases, SCSEP strives to find meaningful jobs that are comparable to work situations in the regular job market. Many seniors are helped to find permanent employment outside the SCSEP umbrella. In spite of the difficult obstacles facing older minority workers, SCSEP and its participants have consistently met or exceeded the Department of Labor job placement standards.

District of Columbia Workforce Investment Council (DCWIC)

The DC Workforce Investment Council (DCWIC) is a group of public and private organizations empowered to advise the Mayor and District government on:

- Developing, implementing, and continuously improving the District's Workforce Investment system;
- Enhancing and developing accountability and performance systems;
- Developing and encouraging private sector participation;
- Encouraging public input and support.

Members of the DCWIC include representatives from the private sector, local business representatives, organized labor, youth, community group, and organizations with workforce investment experience. Other members include Mayor, the Council of the District of Columbia, the Department of Employment Services (DOES), the Department of Human Services (DHS), DC Housing Authority (DCHA), Department of Housing and Community Development (DHCD), the University of the District of Columbia (UDC), and DC Public Schools (DCPS).

The DCWIC is responsible for developing a five-year strategic workforce investment plan for the District. The plan encourages the fostering regional partnerships and support from surrounding jurisdictions, assessing the effectiveness of local and regional workforce investment activities, and assisting local and regional employers in meeting hiring needs.

Section 2. Involvement of Organizations and Individuals

Department of Employment Services (DOES) Plan Participation

The District believes that a viable plan can result only from effective collaboration and meaningful partnerships. To that end, the development of the District's plan has been inclusive at every level.

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DOES took the lead in creating a 4-Year SCSEP State Plan with comments from the Title V grantees, services providers and partners.

On April 22, 2008, DOES convened a meeting with the involved stakeholders to discuss improvements and revisions to the state plan. Prior to the meeting, copies of the U.S. Department of Labor's (DOL) Training and Employment Guidance Letter with instructions for developing the new SCSEP 4-Year State Plan, along with a draft template were widely distributed. During this meeting, the Title V grantees, various service providers and partners in attendance provided feedback on the information that the SCSEP State Plan should contain, as well as ways that additional input from the community could be obtained. A follow-up conference call was held on June 9, 2008 to finalize the SCSEP State Plan.

The Department of Employment Services used the District of Columbia Two-Year Strategic Plan for Title 1 of the Workforce Investment Act and Wagner-Peyser and data/information from the D.C. Office on Aging, Senior Community Service Employment Program staff, Title V grantees, various services providers and partners, and the 2006 American Community Survey (U.S. Census Bureau) to prepare the SCSEP State Plan. Once the SCSEP State Plan was finalized, DOES forwarded electronic and hard copies to every organization involved in the process.

The following organizations provided input, comments and feedback, regarding the SCSEP State Plan:

- National Association for Hispanic Elderly (NAHE)
- District of Columbia Office on Aging (DCOA)
- D.C. Downtown Cluster's Geriatric Day Care Center, Inc.
- Workforce Investment Council (WIC)

DC Office on Aging (DCOA) Plan Participation

The OWETP 4-year plan was created by the OWETP Program Officer along with the DCOA Executive and Deputy Directors. The planning team also included DOES who set the template for the document.

DCOA will partner with the following organizations for the purpose of promoting the 4-year plan.

- National Caucus and Center on Black Aged, Inc. (NCCBA)
- National Council on Aging, Inc. (NCOA)
- United Planning Organization
- Workforce Investment Council (WIC)
- 20 Community Based organizations under the DCOA Charter

Section 3. Solicitation and Collection of Public Comments

Public Comments

The following comments were provided by Title V grantees and service providers and partners:

[INSERT PUBLIC COMMENTS HERE]

The SCSEP State Plan will be posted on the DOES website from June 23 - 27, 2008 for the public comment period. At that time, all public comments received will be submitted to DOL as an addendum.

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Section 4. Basic Distribution of SCSEP Positions within the State

Program Totals:

Department of Employment Services (DOES) – 70 Seniors

National Association for Hispanic Elderly (NAHE) – 58 Seniors

Downtown Cluster's Geriatric Day Care Center, Inc. (DCGDCC) – 90 Seniors

DC Office on Aging (DCOA) – 75 Seniors

a. Location of Positions.

All of the positions within the Title V Grantees, service providers and partners are located in the District of Columbia.

b. Rural and Urban Populations.

The District of Columbia is solely an urban population. Also, due to the geographic nature of the District of Columbia, there are no equitable distribution issues to be addressed.

c. Specific Population Groups.

Department of Employment Services (DOES)

In order to ensure the participation of special populations, applicant eligibility information is recorded on the SCSEP Participant Form. Documentation is required for the three (3) main eligibility criteria: age, residency, and income. The Participant Form and eligibility documentation are maintained in the applicant's file.

Given the ethnic make-up of the District of Columbia, we anticipate no difficulty in achieving the equitable participation of minorities in the SCSEP. The Title V Projects in the District of Columbia can guarantee that during the coming year, at least ninety percent (90%) of SCSEP enrollees will be from minority groups.

According to the 2006 American Community Survey, in the District of Columbia, 9% of older adults, over 65, live below the poverty line. *Approximately, 90% of residents who are 65 years and older, with greatest economic need are minorities. About 97% of the employment and training services for the elderly, in that same age category, are provided to minorities with greatest economic need.*

Most SCSEP participants are women whose employment histories include domestic work, caring for their children, grandchildren and parents, and part-time unskilled employment. Many have not finished high school; some have pensions and Social Security or

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Supplemental Social Security Income which may be the only source of income for the majority of participants. While the Social Security system reduced the number of older people living in absolute poverty, older African Americans and older women have the fewest financial resources.

The Senior Community Service Employment Program (SCSEP) will adhere to the selection priorities detailed below:

- First priority will be given to those eligible individuals who are sixty-five (65) years of age or older, veterans and qualified spouses. Within this group, priority for enrollment will be given to individuals that have the greatest economic need.
- Second priority will be given to former SCSEP participants who were terminated after: (1) an extended illness or (2) obtaining unsubsidized employment and subsequently become unemployed due to no fault of their own. Within this group, priority will also be given to individuals that have the greatest need.

In addition to the before-mentioned selection priorities, another priority in the selection of SCSEP participants will be an individual's poor employment prospects.

Special populations are defined as follows:

Greatest Economic Need: At or below the poverty level established by the U.S. Department of Health and Human Services and approved by the Office of Management and Budget.

Minorities: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islanders.

Greatest Social Need: Needs caused by non-economical factors includes: persons with physical and mental disabilities; language barriers; and cultural, social, or geographic isolation, because of racial or ethnic status. Consideration will also be given to the following:

- **Limited English Speaking Ability:** Targets ethnically and racially isolated eligible individuals for receipt of services.
- **Living Alone:** Targets socially isolated eligible individuals over sixty-five (65) years of age, who also meet poverty guidelines.
- **Work Limitation:** Targets eligible individuals with mental and/or physical limitations who may not self-identify their disability. These prospective participants will require special accommodations on their SCSEP assignments and special attention before placement in an unsubsidized job.

We will continue our outreach to other partners providing services to minorities to include the DCOA, DHS, NAHE, faith-based agencies, minority organizations as well as community leaders to identify the individuals in need of SCSEP services. The 2006 Amendments define this population as: minority, Indians, individuals with greatest economic need and individuals described in the eligibility priority section.

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Applicant eligibility information is recorded on the SCSEP Participant Form. Documentation is secured from the applicant for the three main eligibility criteria: age, residency, and income status. The Participant Form is maintained in the applicant's folder. Given the ethnic make up of the District of Columbia, the project foresees no difficulty in assuring the equitable participation of minority groups. The project can guarantee that during the coming year, at least 90% of the participants will be minority group members.

Additionally, the Department of Employment Services' (DOES) SCSEP Project Director will visit the local veterans office to offer assistance to eligible veterans for part-time employment through SCSEP. For those veterans who are eligible, the DOES Project Director will take an initial application. Subsequently, the applicant will be called in to complete the application process. Further, the DOES SCSEP will partner with the United States Department of Veteran Affairs and orientate them to SCSEP.

The SCSEP will also attempt to make inroads into the limited English proficiency population. The DOES Project Director will visit local community services organizations that serve this population to educate them about the services of SCSEP on a quarterly basis. Interested seniors will be advised to complete the initial application and will be contacted to schedule an interview and completion of the application.

DC Office on Aging (DCOA)

The OWETP is specifically designed for District residents who are 55 and above. Most of the participants are African American with various ranges of education. The training programs are offered to those with the "greatest economic need".

Special populations are defined as follows:

Greatest Economic Need: At or below the poverty level established by the U.S. Department of Health and Human Services and approved by the Office of Management and Budget.

DCOA will continue our outreach to other partners providing services to minorities to include the DOES, DHS, NAHE, faith-based agencies, minority organizations as well as community leaders to identify the individuals in need of employment services.

Section 5. Supporting Employment Opportunities for Participants

Department of Employment Services (DOES)

Senior citizens in the District of Columbia possess the skills necessary to perform a variety of jobs. However, most of them are recruited or in demand for the following positions: Child-Care Attendees, Home-Health Aides, Recreation Aides, Transportation Escorts, Nutrition Aides, Receptionists and Office Clerks, Custodians, Teacher Aides, Food Service, Customer Service, Hospitality, Tourism, and Maintenance Workers.

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The Senior Community Service Employment Program (SCSEP) assists low-income persons age 55 or older by providing opportunities to remain in or re-enter the workforce. Enhancements to the SCSEP that will be pursued in the context of reauthorization of the Older Americans Act include strengthening the efforts of the workforce investment system to integrate the full spectrum of services available to older workers and increasing the range of training services that can be offered for older workers. The SCSEP services are as follows:

- Provide work-based training and vocational counseling to participants;
- Identify qualified training and social service providers with proven records of success with senior clients;
- Monitor and provide technical assistance to training providers and host organizations;
- Conduct outreach and promote the work of the SCSEP;
- Visit senior centers and residential facilities;
- Make presentations at potential host agencies;
- Arrange meetings with employers;
- Continue public awareness campaign, in conjunction with the DOES Public Affairs Office and other senior citizen organizations;
- Produce and disseminate posters; brochures, website information, handouts and other outreach materials;
- Coordinate with local government agencies and service organizations to provide ongoing supportive services;
- Host workshops for participants on health, housing, insurance, transportation, and other issues;
- Provide referrals for unsubsidized employment;
- Attend meetings and conferences on economic development, senior advocacy, workforce development and business resources;
- Ensure that each participant is placed in a safe and healthy work environment;
- Ensure that service providers and host agencies meet standards and requirements.

DOES has a partnership with DCOA and UDC to train participants in Office and Administrative Support occupational areas. This training includes typing, English, mathematics, customer service skills, entry-level computer, resume preparation, job interviewing skills and job finding and job keeping skills. Once training is completed the participants will be able to obtain jobs as customer service representatives, receptionists and information clerks, administrative aides, general office clerks, records clerks and medical clerk. These positions will provide benefits and pave the way for career advancement. Also, the Department of Employment Services' SCSEP in conjunction with DCOA and UDC will leverage resources to provide free classroom training to selected participants in the areas of Home Health Aide training. Participants in Clerical Support training will receive certificates of completion; while Home Health Aide will receive certificates of completion and a CPR certificate.

DOES currently operates a network of One-Stop Career Centers which are located throughout the District of Columbia. These centers provide District residents information and referrals to all employment and training programs administered by DOES. Further, the SCSEP has been integrated with the Workforce Investment Act (WIA) system in which these services have been

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made available to the senior population. We are working to have a SCSEP representative visit the various One-Stop Career Centers weekly. The SCSEP representatives will be responsible for outreach and recruitment for senior customers, as well as assisting them with successfully accessing the full range of services offered at the Centers, including career assessment and counseling, occupational skills training, resume preparation, job search assistance, individualized placement assistance and unemployment program registration. Seniors are also given guidance in using the available self-service job search resources, including the Internet.

One major recruitment resource is the DCOA. A referral mechanism has been established which allows the DCOA to refer any eligible person to the SCSEP office for possible enrollment. Finally a referral system has also been established between the project and the many community-based organizations serving the elderly and functioning as Host Agencies. These organizations are supplied with informational flyers that describe the program in detail and explain the application process. Consequently, Host Agencies are expected to refer any eligible applicant to SCSEP for possible enrollment. The SCSEP will maintain a qualified applicant pool to fill vacancies that may arise at anytime during the program year.

Participants will receive on-the-job work experience at their Community Service Employment (CSE) sites and may also participate in in-service training provided by the Host Agency. The Individual Employment Plan (IEP) will reflect training necessary for the participant to become gainfully employed. The Host Agency will provide necessary training in order to prepare the participant for unsubsidized employment. Some Host Agencies will provide additional training, at no cost to participants that will be working in a position that requires a license/certification.

Those participants who do not receive employment immediately after training will participate in Labor Market Information Job Finding Training, offered at no cost by the SCSEP Project Director and staff. All training will be focused on improving job skills, resume preparation, job interviewing skills, job search and retention skills, thereby facilitating placement in unsubsidized employment. The DOES SCSEP staff will refer participants to job fairs and provide leads for unsubsidized employment.

SCSEP will continue to focus on high demand high growth industries that will provide suitable employment. This information will be derived from the DOES Office of Policy, Legislative and Statistical Analysis Labor Market Information. This office will give us labor market information to include high demand, high growth industries relative to the regional economy and projected employment opportunities. The federal government has many of its department offices in the District of Columbia which is truly an office based job market. The federal government averages 26 percent of District employment. Administrative support, clerical/secretarial and customer service jobs will also be found in such places as District government, financial institutions, law firms, hotels and libraries. We will also strengthen our relationship with D.C. Chamber of Commerce to develop strong partnerships.

National Association for Hispanic Elderly (NAHE)

To just add a little about NAHE's support of opportunities for participants, we also help with the participants' résumés, keeping the master resume on file in case they need a resume for an upcoming job interview. We also do mock interviews every Friday with 5 different participants

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per week to help the Participants be interview ready. They also bring their job applications to NAHE to get help filling out the job applications.

Downtown Cluster's Geriatric Day Care Center, Inc. (DCGDCC)

The Downtown Cluster's Geriatric Day Care Center, Inc. (the Center) will support the SCSEP 4-Year State Plan in the following manner:

- The Center will partner with SCSEP by serving as a workforce development site. Participants will receive internal and external training to better care for the at-risk population in our adult day care center.
- Participants will be informed of available resources to enhance their quality of life. This also includes, but is not limited to accessing/engaging in training opportunities, community services, etc.
- It is projected that the elderly population will increase from one in every six District resident to one in every five by 2030. Demand for services will increase consistent with the growth in population. Consequently, more elderly workers will seek employment. The Center stands poised to assist by offering additional slots for training and eventually employment as appropriate.

DC Office of Aging (DCOA)

Senior citizens in the District of Columbia possess the skills necessary to perform a variety of jobs. However, most of them are recruited or in demand for the following positions: Child-Care Attendees, Home-Health Aides, Recreation Aides, Transportation Escorts, Nutrition Aides, Receptionists and Office Clerks, Custodians, Teacher Aides, Food Service, Customer Service, Hospitality, Tourism, and Maintenance Workers.

For this reason DCOA will attempt to increase the training opportunities in some of these areas. DCOA already has a MOU with the District of Columbia Institute of Gerontology to provide training in Clerical Support and Home Health Assistance. The office will explore the possibility of expanding the existing programs and adding other opportunities such as food handling. The definitions of the existing training programs are as follows:

- **The Home Health Aide/Basic Education Training Program** provides non-medical home assistance training for health care jobs which are in demand in the District of Columbia. The statistics show that 10 out of 20 occupations projected to grow in the future are health services. DCOA usually refers 30 participants to this training per program year.
- **The Clerical Support Training Program** provides students with basic administrative support skills which include basic typing and basic computer skills. DCOA usually refers 10 participants to this training per program year.
- **The On-the-Job Training Program** offers participants the unique opportunity to get paid as they learn a particular profession. This is done through partnerships with local businesses. DCOA pays up to 50% of the participant's salary with a 4.00 per hour reimbursement cap. The training period is set for 300 hours per participant. The employer then has the option to hire the participant and agrees to pay 100% of the

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salary at the end of the training period. This program usually accommodates 10 participants per program year. DCOA assures that the worksites for all contracted employers will be in compliance with all District and Federal regulations.

DCOA will work with DOES in order to increase the number served by 5 for each of the next 4 years. This will increase the number of trained participant by 20 by 2009.

Outside of training, OWETP services to senior job seekers include:

- Provide work-based training and vocational counseling to participants.
- Identify qualified training and social service providers with proven records of success with senior clients.
- Monitor and provide technical assistance to training providers and host organizations.
- Conduct outreach and promote the work of the OWETP.
- Make presentations at potential host agencies.
- Arrange meetings with employers.
- Continue public awareness campaigns.
- Produce and disseminate posters; brochures, website information, handouts and other marketing materials.
- Coordinate with government agencies and service organizations to provide ongoing supportive services.
- Provide referrals.
- Attend meetings of economic development, senior advocacy, workforce development and business resource groups.
- Ensure that each participant is safe and appropriately placed.
- Ensure that providers meet standards and requirements.

Economic and Labor Market Analysis

The District's primary industry base consists of the federal government (28.7%), business and professional services, education, health care, self-employed services and non-profit service organizations. In addition to those base industries, the District has emerging industries in technology, media and communications, and financial services. In September 2006, total covered wage and salary employment in the District was 674,204 individuals—444,329 are employed in the private sector and 229,875 in the public sector. The specific industrial composition of the District workforce by major industry sectors is as follows:

Federal Government	28.7%
Professional and Business Services	21.5%
Educational and Health Services	13.2%
Other Services, excluding Public Administration	8.3%
Leisure and Hospitality	8.0%
State and Local Government	5.4%
Trade, Transportation, and Utilities	4.1%
Financial Activities	4.0%
Information Services	3.3%
Construction	1.9%
Manufacturing	0.3%

The following table demonstrates the District's distinctive economic composition in comparison to national economic industry base:

Industry	District of Columbia	United States
Federal Government	28.7%	2.0%
Professional and Service	21.5%	13.1%
State and Local Government	5.4%	13.7%
Wholesale and Retail Trade	3.3%	15.7%
Manufacturing	0.3%	10.5%

It is often said the story of the District's economy is a "tale of two cities." Within this small geographic and densely populated land area is a workforce of very low-income and low-skilled workers, and a prosperous segment that is highly-skilled, educated, and earning higher than average incomes. Viewing this depiction of the District's demographics and economic composition, one readily understands the challenges for the WIA system.

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The following summary data depicts the District's 2004-2014 industrial and occupational employment projections. These projections are part of the regular cycle of state and regional projections sponsored by the U.S. Department of Labor. The projections were developed using the American Labor Market Information System (ALMIS) software and follow ALMIS consortium established methods and procedures. The table below shows the 2004-2014 industry projections for the District:

PROJECTED GROWTH BY INDUSTRY SECTOR

Industry	2004	2014	Growth	Growth Rate %
Total, All Industries	738669	805451	66782	0.87%
Professional, Scientific and Technical Services	97325	112816	15491	1.49%
Administrative Support & Waste Mgmt Services	44430	52931	8501	1.77%
Other Services	62898	70680	7782	1.17%
Educational Services	50240	57760	7520	1.40%
Accommodation and Food Services	45208	52663	7455	1.54%
Health Care and Social Assistance	52029	57017	4988	0.92%
State & Local Government excluding Education	16744	20291	3547	1.94%
Federal Government	192653	195965	3312	0.17%
Retail Trade	17563	19372	1809	0.99%
Real Estate and Rental Leasing	11053	12830	1777	1.50%
Finance and Insurance	19365	20976	1611	0.80%
Arts, Entertainment & Recreation	5724	7120	1396	2.21%
Construction	12327	13673	1346	1.04%
Information	23330	24328	998	0.42%
Transportation, Warehousing and Utilities	11507	11864	357	0.31%
Wholesale Trade	4511	4803	292	0.63%
Management of Companies and Enterprises	1401	1548	147	1.00%
Natural Resources	29	26	-3	-1.09%
Manufacturing	2393	2263	-130	-0.56%
Self Employed	67939	66525	-1414	-0.21%

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The District's employment forecast projects an increase of 66,700 jobs for the decade, or .87% job growth per year. The service sector will be the fastest growing and most significant industry for District employment. Currently, more than 90% of District employment is service-based, and it will increase by more than 5% over the next decade. Within the service sector, professional and business services will create over 24,000 jobs or an increase of over 5% job growth over the period. Federal government employment is projected to increase by more than 3,000 jobs (0.17% annually), but the federal government's share of District jobs will decline slightly by 1.75 percentage points from 26.08% to 24.33% over the decade.

Education will continue to be an important segment of the District's economy with college and university employment leading the way with 4,000 new jobs. Similarly, health care and social assistance is expected to supply nearly 5,000 new jobs, most of which will be in hospital, ambulatory health services and social assistance. The job growth projected in the "Other Services" category will be primarily in the non-profit sector—religious, civic, professional, and similar organizations. These organizations comprise the largest share of this service sector. "Other Services" is expected to grow by 1.17% adding almost 7,000 new jobs.

Finally, accommodation and food service employment is expected to add 7,000 jobs. A modest increase is also expected in the information area. However, information includes newspaper publishing which is in decline nationally, as well as in the District. The new jobs projected for this sector represent a reallocation into software and Internet publishing from newspaper and print publishing.

The District is a hub for office occupations and current projections call for that trend to continue. More than 76% of the top 40 high-demand occupations are in three occupational groups: managerial, business and financial occupations, professional and related occupations, and office and administrative support occupations. Annually, more than 22,000 openings are available due to business expansion and the replacement of current workers. The following chart shows the 40 top high growth occupations which are forecasted to make up 64% of total job growth.

DRAFT COPY – DO NOT DISTRIBUTE!**DISTRICT PROJECTED GROWTH BY OCCUPATION**

Occupational Title	2004	2014	Growth	Growth Rate
Management, Business & Financial Occupations				
Business Operations Specialists, All Other	18123	21086	2963	1.53%
General and Operations Managers	15555	17969	2414	1.45%
Management Analysts	30806	32187	1381	0.44%
Chief Executives	6636	7730	1094	1.54%
Administrative Services Managers	7771	8826	1055	1.28%
Accountants and Auditors	12425	13059	634	0.50%
Financial Managers	5649	6252	603	1.02%
Public Relations Managers	2396	2905	509	1.95%
Managers, All Other	15453	15923	470	0.30%
Employment, Recruitment, and Placement Specialists	2649	3117	468	1.64%
Professional & Related Occupations				
Lawyers	39751	42177	2426	0.59%
Paralegals and Legal Assistants	8614	10783	2169	2.27%
Computer Systems Analysts	13704	15837	2133	1.46%
Registered Nurses	7896	9017	1121	1.34%
Network and Computer Systems Administrators	2812	3832	1020	3.14%
Computer Software Engineers, Systems Software	2713	3647	934	3.00%
Computer Software Engineers, Applications	2361	3166	805	2.98%
Network Systems and Data Communications Analysts	1832	2626	794	3.67%
Public Relations Specialists	4258	5032	774	1.68%
Writers and Authors	6469	7010	541	0.81%
Social and Human Service Assistants	2422	2929	507	1.92%
Architects, Except Landscape and Naval	2218	2701	483	1.99%
Elementary School Teachers, Except Special Education	4112	4593	481	1.11%
Service Occupations				
Police and Sheriff's Patrol Officers	6211	7749	1538	2.24%
Combined Food Preparation/Serving Workers/ Fast Food	9139	10596	1457	1.49%
Security Guards	10418	11746	1328	1.21%
Waiters and Waitresses	7715	8931	1216	1.47%
Janitors and Cleaners, Except Maids/Housekeepers	16982	18086	1104	0.63%
Maids and Housekeeping Cleaners	7542	8438	896	1.13%
Detectives and Criminal Investigators	2800	3512	712	2.29%
Food Preparation Workers	3065	3679	614	1.84%
Cooks, Restaurant	3208	3714	506	1.48%
Sales Occupations				
Retail Salespersons	7396	8675	1279	1.61%
Real Estate Sales Agents	5284	5945	661	1.19%
Office and Administrative Support Occupations				
Customer Service Representatives	6253	7554	1301	1.91%
Executive Secretaries and Administrative Assistants	12178	13346	1168	0.92%
Legal Secretaries	6772	7831	1059	1.46%
Receptionists and Information Clerks	6574	7377	803	1.16%
Maintenance and Repair Workers, General	3657	4216	559	1.43%
Office Clerks, General	14817	15307	490	0.33%

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Section 6. Increasing Participant Placement in Unsubsidized Employment and Employer Outreach

Department of Employment Services (DOES)

During the past ten years, the DOES SCSEP has exceeded the US Department of Labor's mandated placement goal for SCSEP. We anticipate no problems in meeting our projected placement goals for the next 4 years.

To increase the number of unsubsidized placements, the project intends to employ the following strategies over the next 4 years:

- SCSEP staff will expand their efforts regionally in order to identify suitable unsubsidized job opportunities for participants.
- In addition, staff from the Department's Office of Employer Services' Public Affairs Office will assist with the following:
 - Develop outreach materials.
 - Link SCEP to the DOES website to publicize the SCSEP program in an effort to recruit and encourage Host Agencies to hire participants.
- Continued focus will be placed on promotional activities in order to make the business community aware of the value of hiring older workers. Mini job clubs will be set up to provide intensive job search with job-ready participants. Participants selected for this component will have the opportunity to be coached and/or participate in self-directed job search. The program will implement quarterly job-readiness workshops to enhance job-search and job-retention skills to assist participants in self-directed job search.
- In an effort to encourage Host Agencies to hire, preference for Host Agency participation will be given to those organization that demonstrate a willingness to hire participants or to provide substantial assistance to participants in their search for unsubsidized employment. The program will continue to capitalize on the uniqueness of being sponsored by the same Department that serves as the State Employment Service and the Workforce Investment Council. The One-Stop Career Centers will also be used to identify appropriate unsubsidized employment opportunities. Approved aptitude and/or proficiency testing will be used to better assess the participant's capabilities in order to identify suitable training opportunities leading to unsubsidized placement that will allow the participant to retain jobs.
- Additionally, the One-Stop Career Centers will be available to provide access to Internet job related services. Therefore, they will have the opportunity to use this resource to improve technology skills leading to employment. Participants will be exposed to high growth occupations to include healthcare, information technology, biotechnology, hospitality, financial services, and energy through training and work experience in order to adequately compete for jobs. Job-ready applicants will be referred to the One-Stop Career Centers.
- Recruit and enlist employers to provide subsidized and unsubsidized employment opportunities for SCSEP participants.
- Collaborate with business organizations and senior advocacy groups to identify and enlist public and private non-profit organizations to partner with SCSEP;
- Development and increase roster of host organizations;

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- Place 37% of senior participants in unsubsidized employment;
- Satisfy DOL mandate to increase services to 70 authorized positions;
- Conduct regular staff meetings to keep employees abreast of requirements and developments;
- Contribute to the economic health of the city by moving participants into paid employment;
- Maintain active channels of communications with participating employers;
- Increase the employability of participants through training and counseling;
- Match participants with appropriate employers.

National Association for Hispanic Elderly (NAHE)

To just add onto DOES, also get with local media radio stations for a free PSA (Public Service Announcement) to the community about SCSEP. A lot of people still don't even know SCSEP exist. Also, partner with other SCSEP organizations in DC to assist in helping with Seniors that can't let in the program due to over enrollment, one organization might have room where others won't.

Downtown Cluster's Geriatric Day Care Center, Inc. (DCGDCC)

The Center will assist the SCSEP in preparing participants for projected employment opportunities by:

- Providing orientation and direction for senior aide employees.
- Monitoring and evaluating participants for job readiness and proficiency.
- Providing a position description for each participant.
- Providing training relative to caring for the aged to include, but not limited to, understanding the needs of the frail elderly, supporting therapeutic modalities such as occupational, art and movement therapies, therapeutic recreation, Montessori educational activities and learning how to provide physical assistance in a safe manner.
- Providing instruction and training on appropriate attire, behavior, language and attitude.
- Providing training in safe food handling and basic first aide.
- Providing on-going supervision, maintaining time sheets and other documentation.
- Notifying SCSEP regarding any senior aide injuries.
- Cooperating and fully supporting senior aides attending workshops and special events.
- In cooperation with SCSEP, assisting in conflict resolution.

The Center will help increase participants' placement in unsubsidized placement by providing, when available, unsubsidized employment opportunities.

The Center will support the State Plan to improve the SCSEP's services in general by:

- Providing training relative to caring for the aged to include but not limited to understanding the needs of the frail elderly, supporting therapeutic modalities such as occupational, art and movement therapies, therapeutic recreation, Montessori educational activities and learning how to provide physical assistance in a safe manner.

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- Assisting participants in accessing available resources that are relevant to enhancing their well being. As such, their ability to successfully participate in a work setting is improved.

The Center will support the basic distribution of SCSEP positions within the state by offering a minimum of five training slots.

The Center will support SCSEP's skills development by providing training relative to caring for the frail elderly which includes understanding the needs of the at-risk elderly.

The Center will support SCSEP's outreach activities by hosting and posting outreach activities.

The Center will support avoidance of disruptions in the provisions of services relating to shifts in the location of eligible individuals within the state by informing SCSEP of alternate available sites within the state and continue to serve as a host agency.

DC Office on Aging (DCOA)

The issues that affect the elderly population are important to the city as a whole because the number of seniors is increasing dramatically as "baby boomers" age. There are approximately 91,329 seniors in the city currently. This makes up about 16 % of the population according to the latest census numbers. Many of these seniors are retired with an income that causes them to be ineligible for existing WTW / Title IV programs. Existing employment programs may not be able to handle the increasing numbers of people who may look to them for assistance. New approaches are needed. DCOA plans to:

- Expand out outreach efforts using District Cable and other media venues.
- Partner with other government agencies such as LSDB (Local Small Disadvantaged Business Agency) to broker opportunities for senior employment through newly registered businesses.
- Work with the Office of Tax and Revenue and the Office of Partnerships and grants in order to explore tax breaks for those businesses that hire seniors.
- Work with the ADRC (Aging Disability Resource Center) to advocate for and develop employment opportunities for disabled seniors.
- Encourage the DC Council to support DCOA initiatives designed to promote senior employment. (Get a council sponsor).
- Collaborate with business organizations and senior advocacy groups to identify and enlist public and private non-profit organizations in the senior network.
- Development and increase roster of host organizations.
- Conduct regular staff meetings to keep employees abreast of requirements and developments.
- Contribute to the economic health of the city by moving participants into paid employment
- Increase the employability of participants through training and counseling.
- Match participants with appropriate employers

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From 2004-2014, there is expected to be a total of 22,887 job openings in the District. The occupations that will be consistently in demand over the decade are:

Top 40 High Demand Occupations

Occupational Title	Average Annual Openings
Management, Business & Financial Occupations	2979
Administrative Services Managers	257
Financial Managers	141
Managers, All Other	348
Chief Executives	235
General and Operations Managers	535
Management Analysts	560
Business Operations Specialists, All Other	605
Accountants and Auditors	298
Professional & Related Occupations	2404
Computer Systems Analysts	368
Network and Computer Systems Administrators	133
Economists	143
Lawyers	754
Paralegals and Legal Assistants	286
Elementary School Teachers, Except Special Education	139
Public Relations Specialists	139
Writers and Authors	165
Registered Nurses	277
Service Occupations	3175
Detectives and Criminal Investigators	146
Police and Sheriff's Patrol Officers	315
Security Guards	360
Cooks, Restaurant	150
Food Preparation Workers	170
Combined Food Preparation and Serving Workers, Including Fast Food	542
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	153
Waiters and Waitresses	519
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	433
Maids and Housekeeping Cleaners	248
Child Care Workers	139
Sales & Related Occupations	956
Cashiers	388
Retail Salespersons	397
Real Estate Sales Agents	171
Office and Administrative Support Occupations	2395
First-Line Supervisors/Managers of Office and Administrative Support Workers	238
Customer Service Representatives	223
Receptionists and Information Clerks	242
Information and Record Clerks, All Other	421
Executive Secretaries and Administrative Assistants	350
Legal Secretaries	236
Secretaries, Except Legal, Medical, and Executive	308
Office Clerks, General	377
Transportation and Materials Moving Occupations	146
Laborers and Freight, Stock, and Material Movers, Hand	146

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Of the ten top high-demand occupations, four (Management Analysts, General and Operations Managers, Computer Systems Analysts, and Accountants & Auditors) require extensive formal education and training and the other six (combined food and preparation workers, waiters and waitresses, janitor and cleaners, cashiers, security guards and office clerks) are occupations in which demand is primarily a function of extremely high turnover.

With regard to industries, the largest share of annual openings will be in office and administrative support sector (3,463), the management sector (2,484), and the business and financial sector (2,271). Currently, the top ten projected demand industry sectors are:

Industry	2004	2014	Annual Openings
Office and Administrative Support	138,428	135,247	3,463
Management	80,574	90,268	2,484
Business & Financial Operations	88,594	96,558	2,271
Food Preparation and Serving	31,270	44,070	2,131
Sales and Related Positions	37,136	40,290	1,424
Computer and Mathematical	36,247	42,958	1,164
Education, Training and Library	29,082	33,590	1,064
Legal	53,240	58,166	1,127
Protective Service	24,560	28,736	1,050
Building and Grounds Cleaning	27,609	29,971	783

The industries expected to be in demand will primarily be those that are related to the federal government (office and administrative support, management, and business operations), or those low-wage/low-skill service industries (food preparation and serving, building and grounds cleaning, and protective service) in which the increased demand is largely the result of extremely high turnover rather than job growth.

The implications of this rather unique industrial/occupational composition is that those who are not qualified for professional occupations are, to a great extent, limited to either low-wage/low-skill occupations which experience high turnover or to the rather small universe of occupations available outside the major occupational clusters.

For PY 2008 – PY2011, DOES in conjunction with the DCWIC, will pursue a number of key priorities aimed at actualizing Mayoral and federal visions for workforce development and achieving broad citizen participation in the economic prosperity of the city:

- **Enhance Demand-driven relationships:** Our services are geared toward helping workers meet the needs of the District's high-growth, high-demand industries. Our strategies combine economic development, workforce development, and customized literacy and training modules to arrive at workforce solutions. One approach is to cultivate workers to fit the needs of small and medium-sized businesses with growth potential, including providing more technical and managerial development services. Workforce development must be demand-led and barriers to employer engagement identified and tackled. Flexibility and continuous improvement will drive performance.

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Section 7. Community Service Needs

Department of Employment Service (DOES)

The types of Community Service Employment (CSE) activities that will be emphasized in assigning participants will be established with government and private, nonprofit organizations which provide a variety of services to local residents of the District of Columbia. Attention will be given to developing work opportunities in the areas of education, outreach and referral, social services, recreation, healthcare, daycare services, employment assistance, nutrition, clerical/information technology, legal/financial counseling, environmental quality programs, public works and transportation.

The Host Agencies for SCSEP program will be District of Columbia government, federal agencies and private, nonprofit organizations with tax designation of 501(c)3. The criteria to be used in the selection of Host Agencies will be their expressed interest as indicated by past participation, the need for that community service which they provide and past performance. When there is need for additional sites, new Host Agencies will be selected based on the type and quality of community services provided. Each Host Agency must sign an agreement with SCSEP for the program year in order to participate in the program.

To ensure the (CSE) activities offered provide training that prepares participants for unsubsidized employment, the Project Director will monitor training sites to ensure that training plans are followed. Also, Site Supervisors will provide quarterly progress reports. When selecting (CSE) assignments, the Project Director will ensure that the ability to prepare the participant is apparent and is aligned with the Individual Employment Plan (IEP).

To ensure that (CSE) activities support the regional economy, we will align the SCSEP occupational plan with DOES Office of Policy, Legislative and Statistical Analysis, Labor Market Information Employment projections. This office is responsible for the production and dissemination of economic information. It provides labor force information, employment and unemployment statistics for the District of Columbia and the Washington Metro area. Armed with this information, we will be able to prepare participants for available jobs in the District of Columbia metropolitan area and thereby strengthening the economy.

DC Office on Aging (DCOA)

DCOA OWETP is an example of the host agency mentioned in this section used from the DOES plan. OWETP will work with DOES to carry out the initiative mentioned in Section 7.

National Association for Hispanic Elderly (NAHE)

We will do the same as stated by DOES. Also, hold 2 meetings per year with Host Agency Supervisors to update them on any changes or new policies passed down from Dept. of Labor and also to just keep a good rapport with the Supervisors and Host Agencies.

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Section 8. Coordination with Other Programs, Initiatives and Entities

Department of Employment Service (DOES)

Since the SCSEP operates within the same Department that also operates the One-Stop Career Centers, SCSEP participants will be afforded the opportunity to be enrolled in available training programs for which they are eligible. This process will be facilitated by a referral of the participant from the Project Director to the One-Stop Career Center. Also, the participants will be eligible to obtain services of the South Capitol Street/CVS Pharmacy One-Stop Career Center the nation's first public/private training facility and employment service center. The Center combines a full service One-Stop Career Center and a retail training store. State of the art training methods includes computer based training, video conferencing, and a model of the CVS store, complete with working pharmacy and photo lab.

National Association for Hispanic Elderly (NAHE)

Euclid Street Satellite One-Stop Career Center (Spanish/English Speakers)
Franklin Street One-Stop Career Center- Mostly English Speakers
Veterans Affairs Satellite One-Stop Career Center (Veterans Only)
Philip Randolph Worker Center/Dept. of Employment Services
Naylor Road One-Stop Career Center

These are the One Stops that we deal with that help our Participants with different services that are needed by each individual to help them in their search for Employment.

DC Office on Aging (DCOA)

DCOA will continue to partner with these organizations for the purpose of promoting the OWETP 4-year plan.

- National Caucus and Center on Black Aged, Inc. (NCCBA)
- National Council on Aging, Inc. (NCOA)
- United Planning Organization
- Workforce Investment Council (WIC)
- 20 Community based organizations under the DCOA Charter

OWETP has also purchased computer based training tools in order to help prepare our candidates for employment. DCOA is communicating with The University of the District of Columbia to assess the feasibility of expanding the existing training programs and to add a computer course.

- **Coordination of activities with the state's Title I WIA activities:**

Department of Employment Services (DOES)

SCSEP representatives will convene annually with local Title V grantees and various service providers/partners to develop collaborative service delivery strategies that cover recruitment, referral, training and job placements.

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Other organizations in the community, in which SCSEP will collaborate include: Rehabilitation Services Administration, District of Columbia Housing Authority, and the Social Security Administration. DOES will convene a meeting with new stakeholders and partners to discuss SCSEP participants' services. Currently WIA provides training opportunities to SCSEP. DOES has executed a memorandum of understanding with DCOA which is updated annually.

Workforce Investment Act (WIA)

SCSEP is a required partner under WIA and is a part of the One-Stop delivery system. In the District Columbia, the partners are entering into a single MOU with the board rather than negotiating separate agreements between the board and each partner. In entering into this MOU, the parties commit to the vision of the Workforce Investment Council and the principles of the Workforce Investment Act. The principles for the system that was envisioned in its authorizing legislation, the Workforce Investment Act of 1998, include: University, Customer Choice, Lifelong Learning, Accountability and Continuous Improvement and Service Integration.

Title V sponsors are active in their respective Workforce Areas through regular attendance at Local Workforce Board and Partners meetings, co-location of Title V staff within the One-Stop Career Centers, SCSEP presentations to One-Stop Partners and local employers and referrals between Workforce Partners for needed services to older workers.

National Association for Hispanic Elderly (NAHE)

We would definitely be interested in also working with DCOA. We already collaborate with Social Security Administration and Housing Urban Development. We contacted DCOA just to touch bases and this summer, we plan on having a Meeting to discuss how we can help each other in SCSEP.

DC Office on Aging (DCOA)

OWETP will continue to cooperate with the WIA/WTW and Title IV agencies listed in the previous section.

- **Activities being carried out in the state under other titles of the DCOA:**

Department of Employment Services (DOES)

In the District of Columbia, high growth occupations include professional and related services; management, business and financial occupations; office and administrative support and service occupations. Consistent with these high growth occupational areas, the Department of Employment Services (DOES), Senior Community Services Employment Program (SCSEP) will take steps in using the Workforce Innovation in Regional Economic Development (WIRED) initiative by joining with National Caucus and Center on Black Aged Inc., American Association of Retired Persons, National Association for Hispanic Elderly (NAHE), and National Council on Aging, Inc. to be able to support the development of a regional, integrated approach to education,

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workforce and economic development. The ultimate goal is to expand employment and advancement opportunities for seniors.

Through a collaborative effort with the DC Office on Aging (DCOA), Workforce Investment Council (WIC), University of the District of Columbia, (UDC), we will develop an initiative to train selected SCSEP participants in healthcare occupations in an effort to improve the health among older adults. Our goal is to increase the ability of our seniors to rise to a position of self-care and to educate them about preventive health care.

DC Office on Aging (DCOA)

DCOA OWETP continues to develop relationships with area businesses for the purpose of expanding the training and employment opportunities for seniors. OWETP goal is to increase our pool of dedicated business by 20% each year for the next 4 program years.

DCOA also plans to use its relationship with the DC Council and the Mayor to advocate for incentives for participating employers. In addition to these efforts, DCOA will begin to use its facilities (Wellness Centers – Community Agencies) as temporary employment host sites in order to create another direct link to the community.

- **Collaboration with other partners and programs that provide services to older Americans, such as community-based organizations, transportation programs, and programs for those with special needs or disabilities:**

DOES

We will work with Disability Program Navigator (DPN) to assist seniors with special needs or disabilities with the following:

- Assisting potential SCSEP applicants with making the decision regarding whether to enroll in the SCSEP; by assessing the impact of SCSEP wages on their current benefits and eliminating barriers for applicants to enroll into the SCSEP;
- Assisting current SCSEP participants with assessing the affect of unsubsidized wages on their current benefits;
- Assisting participants with moving beyond the fear of losing benefits and empowering them to seek appropriate unsubsidized employment;
- Exploring various employment options (to maintain benefits, to supplement benefits, to replace benefits with wages, etc.);
- Assist current SCSEP participants with targeting appropriate jobs, by considering factors such as part-time, full-time, seasonal, temporary positions, as well as various any wages and benefits requirements;
- Assist with the development of an (IEP) that is relevant for individuals with disabilities, to ensure that the plan takes into account the impact of a job on current benefits)

National Association for Hispanic Elderly (NAHE)

We have made contact with Jubilee Job Program, Spanish Ayuda Organization, Eofula Community Base Organization, The Downtown Clusters Geriatric Day Care Center and UDC Senior Program Continuing Education. We're also looking into Howard University, UDC and other Gov. Agencies that help seniors in any kind of aspect. Downtown Cluster's Geriatric Day Care Center helps Senior Citizens with Alzheimers. They feed them daily and have different activities and programs to help them with their disability. Eofula helps new Citizens that come into the United States and need help to get adjusted in all different kinds of Social aspects. We try and partner with any organization in the community that helps Senior Citizens and can help us help our Participants.

DC Office on Aging (DCOA)

DCOA OWETP will coordinate with the Aging & Disability Resource Center (ADRC) for the purpose of developing a strategy for creating opportunities for disabled seniors.

- **Collaboration with other labor market and job training initiatives:**

Department of Employment Services (DOES)

The value of SCSEP to the District of Columbia low-income residents is to provide career and employment education, preparation and training opportunities for those residents within the target population. However, there are many senior citizens in the District that lack adequate basic academic (reading, math, computer skills, etc.), which includes some of the Science, Technology, Engineering, and Mathematics (STEM) skills and employability skills to obtain employment. Therefore, we will work with the University of the District of Columbia (UDC) to discuss how their 13th Year Program and Worker Readiness Credential Assessment can be incorporated into the SCSEP Program. Once the SCSEP participants have the required basic academic and employability skills, they can be marketed to employers or enrolled into specific industry sector training programs, such as customer service, bank teller, hospitality and others; in addition to subsidized employment with non-profit and District government agencies.

We are always mindful that like everything else in workforce the best approaches are those that are industry specific. Many good programs have hiring agreements with major employers in sectors that hire older workers. There are also some good training programs in healthcare, especially in home health aides where seniors serve seniors. I have also seen some quite good computer training courses that help seniors become familiar with computers in general and learn basic program operations so that they are not intimidated in the workplace.

We will continue to coordinate efforts with WIC and UDC to develop additional training opportunities for District seniors for basic computer training and customer service courses (i.e. CVS and Business Interface).

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National Association for Hispanic Elderly (NAHE)

Introduce the program to franchises. Have formed partnerships with Starbucks' Coffee, Target, Potbelly by taking Seniors to fill out applications and follow-up with these job Markets and getting to know the General Managers and Managers, building a good work relationship.

- **Leveraging resources from other key partners in the state to support SCSEP activities:**

Department of Employment Services (DOES)

We will leverage resources from the following agencies and organizations:

National Center and Caucus on Black Aged, (NCBA) Inc., which is the only national provider of SCSEP services in DC.

American Association for Retired Persons (AARP) is a non-profit, non-partisan membership organization for people age 50 and over. Dedicated to enhancing quality of life for all as we age, which provides a wide range of unique benefits, special products and services for our members. AARP operates as a non-profit advocate for its members, one of the most powerful lobbying groups in the United States.

Experience Works, the largest national provider of SCSEP services in the country. We have a partnership agreement with them. Experience Works continued to operate this innovative and cost effective program, under the Department of Labor's Employment and Training Administration, providing training and employment opportunities to low-income older workers residing in the rural areas. Often in conjunction with the SCSEP, Experience Works operates older-worker training projects across the country. These projects involved occupational skills, classroom, or on-the-job training including:

- **Occupational Skills** – Training focused on developing skills for high-growth occupations such as home health aide, nurse assistant, and computer operator. High-growth occupations are identified for each specific project locality.
- **Classroom Training** – Focused on developing the basic skills some participants need in order to become job ready. Our staff customizes this training to the needs of the participant.
- **On-the-Job Training** – Utilizing the skills of individual employers, we coordinate training participants for specific jobs that require special skills. The participating employer receives partial reimbursement for the extraordinary costs that may be associated with training the particular individual.

National Council on Aging (NCOA), founded in 1950, NCOA is a non-profit organization with national network of more than 14,000 organizations and leaders. Our members include senior centers, area agencies on aging, adult day service centers, faith-based services organizations, senior housing facilities, employment services, consumer

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groups, and leaders from academia, business, and labor. This program helps old people remain healthy and independent, find jobs, increase access to benefits programs, and discover meaningful ways to continue contributing to society.

NCOA's core competencies guide its work on behalf of the nation's seniors:

- Collaborative Leadership
 - Creating and leading strategic alliances and partnerships.
 - Organizing and mobilizing and nationwide “network” of organizations and leaders.
- Advocacy
 - Being a national voice and an advocate.
- Innovation
 - Fostering and diffusing innovations.
 - Developing and deploying interactive decision-support systems.

NCOA's impact areas in which their efforts are focused:

- For All Older Adults
 - Improved health and reduced disability.
 - Increased participation in meaningful work and volunteer activities.
- For Older Adults with Limited Means
 - Increased access to benefits and resources.
- For Frail and “At-Risk” Older Adults
 - Enhanced ability to live in communities with dignity, choice and financial security.

National Association for Hispanic Elderly (NAHE)

Tapping into Job Fairs, Job Seminars and other Community non-profit Job Programs to help put not only NAHE out there to be recognized, but also to have SCSEP to be noticed and understood for the help that it does for the Community and the people in the Community.

NAHE provides the following services:

- Senior Community Services Employment Program (SCSEP)
- Environmental Program
- Low-income Housing
- Training & Technical Assistance
- Communication: Media Productions

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Section 9. Avoidance of Disruptions in Service

Over-enrollment

Department of Employment Services (DOES)

Participants will be hired on a short-term basis to provide for the maximum utilization of funds and will be afforded priority in placement in permanent slots as vacancies occur. Additionally, they will be notified of their short-term status in writing at the time of their enrollment. An official notification of short-term status will be provided to the participant and a copy maintained in the participant folder.

Due to the geographic nature of the District of Columbia, there is no equitable distribution issue.

National Association for Hispanic Elderly (NAHE)

As of now, 58 is the maximum allowable Participants NAHE may have at one time in Washington DC. We do have a Waiting List. Any disruption in Service is always followed with Formal Letter and Signatures' of Project Coordinator, Host Agency Supervisor and Participant. And as DOES stated, copy of the letter will be in the Participants folder and original sent to Headquarters in Pasadena, California.

DC Office on Aging (DCOA)

OWETP closely monitors the number of enrollees on a monthly basis. Participants are referred to other agencies that can meet their needs if the program reaches its cap.

Due to the geographic nature of the District of Columbia, there is no equitable distribution issue.

502 (b)(1)(C), Average Participation

Department of Employment Services (DOES)

The SCSEP will implement the average participation cap for eligible individuals (in the aggregate) of 27 months effective July 1, 2007. In the event the participant experiences extenuating circumstances, an extension will be granted not to exceed 36 months with documentation as indicated in section 513(a)(2)(D). Participants will be advised of this requirement during the one-on-one orientation with the Project Director.

National Association for Hispanic Elderly (NAHE)

It is not in writing, but we tell the Participants during their orientation they have 24 months and yes, extension will be granted not to exceed 36 – 48 months. Still waiting on official word from D.O.L on determining how long Participants may stay in SCSEP.

OAA sec. 518 (a)(3)(B)(i), Maximum Duration of Participation

Department of Employment Services (DOES)

The Department will institute the 48 months maximum time limit in which participants may participate in SCSEP, effective July 1, 2007, and will be inclusive of subsequent SCSEP

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enrollments. The regulation will apply to each participant except those instances that warrant an exception or those instances where the Department has granted a waiver. While implementing this regulation, reenrollment if granted, will be guided by the same 48 months duration limit dating back to the prior enrollment start date keeping in mind that participants do not have a “right to re-enrollment”; it is discretionary. If a participant is terminated for cause, or becomes job-ready during prior enrollment; it is not mandatory that SCSEP re-enroll.

The SCSEP will be assertive in its pursuit of ongoing program orientations, comprehensive assessments, IEP development, assignments/re-assignment, job search activities, skill/vocational testing, skills training, as well as monitoring of Community Service Employment assignments in order to ensure that every effort to acquire skills needed to obtain unsubsidized employment have been made available prior to expiration of their program time limit. In the event that a participant has not obtained unsubsidized employment, they will be referred to the local One-Stop Career Center for job search assistance. Further, SCSEP will inform each participant in writing as the end of their enrollment period approaches if employment is not found. If it is determined that the participants through no fault of their own have not acquired the necessary skills to find employment, it will be documented in the participants IEP and in SCSEP Performance and Results QPR (SPARQ). This documentation should support a waiver of extension of the durational limit.

National Association for Hispanic Elderly (NAHE)

To avoid a Participant training failure, Program Counselors should have an evaluation system in place for purpose of assuring that each participant is on track in a time frame in whatever job IEP that the participant is training. Furthermore, the participant should be moved a 2nd time during training to have an opportunity to learn more than one skill. The Participants are required to bring in 8 applications per month to each Monthly Meeting to verify that they are searching for employment. On the back of the first page of the application, we asked that the Participants put the Interviewer’s Telephone Number so we may contact them if need be.

Section 10. Improvement of SCSEP Services

Department of Employment Services (DOES)

The SCSEP should more effectively target those most in need, institute a two-year maximum on program participation, and provide flexibility to grantees to use other training options in addition to community service employment. The improved program would be streamlined to achieve more efficient administration and better labor market outcomes for older workers including placement in private-sector employment with earnings growth potential.

- Increase number of subsidized participants placed in unsubsidized employment;
- Contribute to the well-being and self-sufficiency of senior citizens’
- Help promote SCSEP by word-of-mouth endorsement and assisting in outreach efforts;
- Operate a program of work and training that engenders purpose and self-sufficiency in the lives of the District’s senior citizens;
- Continually cultivate new and effective relationships with businesses, providers and advocacy groups;

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- Increase number of new, repeat and regularly participating employers;
- Identify new outlets for senior employment, based on labor market research;
- Establish strong network of government, private sector, and non-profit resources for the effective operation of SCSEP; and
- Development SCSEP into a best practice for other jurisdictions and programs to emulate.
- Help employers to develop a better understanding of the benefits of the SCSEP to their organization and community at-large.
- Gain ongoing access to a course of productive, knowledgeable and dependable workers.

National Association for Hispanic Elderly (NAHE)

- Have less paperwork so we can deal more with the seniors and Host Agencies.
- Have the Paperwork be the same for every Organization and available on-line.

Downtown Cluster's Geriatric Day Care Center, Inc. (DCGDCC)

The vision of Downtown Cluster's Geriatric Day Care Center, Inc. (The Center) is to improve and expand therapeutic and supportive services to functionally challenged elderly by year 2011. The Center will expand its services to a broader segment of the community. More participants with diverse needs will benefit from improved services. New programs will include a specialized support group for teenage family members of persons with Alzheimer's disease, increased expressive and occupational therapy for persons with arthritis and stroke disorders and increased training for staff. We seek to serve a minimum of 75 new participants by year 2011.

We seek to lease, purchase or construct a state-of-the-art facility by the year 2011.

The Center will be recognized for its top quality and professional staff engaged in cutting-edge service delivery. Further, the staff development program will be a major recruitment incentive for attracting quality staff to the Center.

The Downtown Cluster's Geriatric Day Care Center will be a model for conducting its business through community and corporate partnerships. Active corporate participation will be vigorously pursued.

The excellent reputation of the Center and the Board's innovative direction will strengthen the Center's Board of Directors as others will be attracted to join. We will increase active average Board membership attendance from 10 to 15 by year 2011.

What we have learned from managing in a limited resource environment is that the Center will have to explore creative ways of attracting support and financial assistance to accomplish its mission.

Also, the Center will need to use its staff and resources creatively to maintain a high quality of service to its participants while exploring new sources of revenue. Thus, the strategic plan is viewed as a first step in positioning the organization to be a premier elderly service provider in Washington, DC by year 2011.

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Our services in the future will give caregivers greater peace of mind knowing that their loved ones are in a safe, caring and stimulating environment. The Center's programs/services will continue to be a place known for keeping families intact and the elderly in a protracted community setting, while providing cost effective services.

The Center enjoys its location in the nation's capital which is a major urban center. Washington, DC is a place that is rich in cultural diversity and resources. Washington is the home of the Federal Government which is the resource generator for many of the social programs that serve the people of our nation. Although the center is located in the heartland of vast resources and has done well over the years in competing for those resources, current trends indicate that it is becoming increasingly more difficult to acquire much needed funding. Aside from decisions in the Federal Government that limit the amount of funding available to programs serving the elderly, there is an increase in the number of non-profits and for profit organizations competing for the same dwindling accessible funds.

Specifically, in the Washington area, the Center at its inception was the only free standing facility to which funding was provided by the DC Office on Aging. Today, the competition for basically the same pool of money currently funds four programs. In addition, the privately owned and operated adult day care facilities have proliferated in the District of Columbia and the suburbs. The growth in the private sector has impacted the competition for dollars with foundations and government agencies. These privately owned and other non-profit organizations have influenced the funding organizations to redirect dollars that would have normally been available to the elderly community.

Although there has been a decrease in funding, there has not been a decrease in the corresponding mandates that we must respond to for compliance. While mandates generate revenue, additional expenses are incurred by the Center in order to respond to the requirements.

While the Center has enjoyed residency in a downtown educational building of the Mount Vernon Place United Methodist Church, and is presently temporarily housed in the Asbury United Methodist Church, it is important to note that the facilities were constructed in the early 1950's and 1970's respectively for educational purposes. The advanced technology and techniques for the care of and service to the elderly require specialized facilities and equipment. To that end, we must look to the future for acquiring appropriate space and equipment and technology to better serve our clientele.

If we are to keep pace with our competitors and use state-of-the-art technology and equipment, we must diligently and expeditiously pursue and obtain a substantial financial base that is long term.

(DCGDCC) Strengths/Weaknesses/Opportunity and Threats (SWOT)

The Center enjoys multiple strengths which have facilitated a track record of effective service delivery which are listed below:

- Dedicated well trained core staff;
- Effective management of difficult behavior;
- Program management;

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Clinical services provided;
Diversified services;
Prevent institutionalization;
Active partnerships with churches, schools, colleges and universities and other aging organizations;
Strong volunteer support;
Convenient location;
Extended hours for working caregivers;
Center reputation;
Supportive Board of Directors.

The Center's weaknesses have been identified and are listed below:

Space inhibits programmatic growth;
Salaries not competitive with market place;
Staff turnover;
Lack of funding for staff development;
Low market recognition;
Lack of funding for public relations/marketing;
Lack of information technology;
Lack of stable funding;
Lack of corporate support.

Strategies:

1. Develop, train and maintain a dedicated core staff;
2. Broaden scope of diversified services;
3. Increase program partnerships;
4. Generate funds for operational and capital improvements;
5. Promote, market and publicize the benefits and success of the Downtown Cluster's Geriatric Day Care Center.

Strategy #1 Develop, train and maintain a dedicated core staff.

Objectives:

- 1-1 Conduct training needs assessment by June 2009;
- 1-2 Develop and secure funding for the implementation of a staff development training plan by year;
- 1-3 Identify a cadre of volunteer trainers who can support the Center's immediate staff development and training needs by January 2009.

Strategy #2 Broaden scope of diversified services.

Objectives:

- 2-1 Develop a support group for teenage family members of persons living with Alzheimer's disease by October 2011.
- 2-2 Increase expressive and occupational therapies for participants with arthritis and stroke disorders by October 2011.
- 2-3 Target elderly, caregivers and youths for service delivery in Target Area NE/NW Enterprise Community zone.

Strategy #3 Increase program partnerships.

Objectives:

- 3-1 Contact 10 corporations to form supportive partnerships by September 2008.
- 3-2 To involve 3 additional schools in the Center's intergenerational programs by October 2011.

Strategy #4 Generate funds for operational and capital improvements.

Objectives:

- 4-1 Develop an operational and capital improvement plan to raise \$2,000,000 by October 2011 to be Board developed and implemented.
- 4-2 Initiate a planning process for construction/purchase of a new building by the Board of Directors by September 2008.

Strategy #5 Promote, market and publicize the benefits and success of the Downtown Cluster's Geriatric Day Care Center.

Objectives:

- 5-1 Develop a marketing plan by October 2008.
- 5-2 Develop a media communications plan by the Board of Directors by October 2008.
- 5-3 Plan 6 community awareness activities and implement 2 programs per year by October 2011.

DC Office on Aging (DCOA)

The DCOA OWETP will continue to improve its service delivery by:

- Using DCOA facilities and resources to promote senior employment.
- Acquiring a SC Council Sponsor to represent senior employment needs.
- Restructuring the OWETP MOU to include the flexibility to serve "over income" clients.
- Developing a relationship with LSDB to create employment opportunities with newly registered businesses.
- Utilizing volunteers and interns to expand the staffing of the program.
- Increasing the number of participants placed in unsubsidized employment.
- Continually cultivate new and effective relationships with businesses, providers and advocacy groups.
- Increasing the number of new, repeat and regularly participating employers.
- Identify new outlets for senior employment, based on labor market research.
- Establishing strong network of government, private sector, and non-profit resources for the effective operation of OWETP.
- Developing better understanding of the benefits of the OWETP to organizations and community at-large.
- Gaining ongoing access to a course of productive, knowledgeable and dependable workers.

Section 11. Appendices. The State Plan must have three appendices:

- **Copy of the Equitable Distribution Report – See Appendix #1**
- **Copies of the Public Comments – See Appendix #2**
- **Copies of Letters of Invitation to Participate in Development of the State Plan from all Required Parties – See Appendix #3**

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Appendix #1

Copy of the Equitable Distribution Report

Due to the geographical nature of the District of Columbia, there are no equitable distribution issues to be addressed; therefore, we do not have an Equitable Distribution Report.

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Appendix #2

Copies of the Public Comments

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Appendix #3

**Copies of Letters of Invitation to Participate in the Development of the State Plan
from all Required Parties.**

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Mr. Wayne Thompson
Office Director
United Planning Organization
301 Rhode Island Avenue, NW
Washington, DC 20001

Dear Mr. Thompson:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

As required in Section 503(a)(2) of the 2006 Older Americans Act (OAA) Amendments, the development of the State Plan must include involvement from all of the Title V Programs. This letter is your invitation to serve on this very important SCSEP Strategic Planning Working Group. We are convening our first working group meeting on Tuesday, April 16th, from 10 a.m. – 12noon. The meeting will be held at 609 H Street, NE, 5th Floor Room 528. **Please respond via email with your availability by Wednesday, April 9th. The State Plan deadline is June 30th.**

Enclosed for your review and comments is a draft copy of the 4-Year SESCO State Plan, along with a copy of the U.S. Department of Labor's Training and Employment Guidance Letter (TEGL). I look forward to your valuable participation. Please contact Lillian Huff on 202-698-5821, or by email at Lillian.Huff@dc.gov should you have questions.

Sincerely,

Margaret V. Wright, CPM
Senior Manager
Office of Employer Services
Workforce Development Bureau

Enclosures

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Ms. Brenda Turner
Director of Division, Aging and Health Services
Greater Washington Urban League
2900 Newton Street, NE
Washington, DC 20018

Dear Ms. Turner:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

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Sincerely,

Margaret V. Wright, CPM
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Office of Employer Services
Workforce Development Bureau

Enclosures

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Ms Debra Carter
SCSEP National Executive Director
National Caucus and Center on Black Aged, Inc. (NCCBA)
1220 L Street, NW, Suite 800
Washington, DC 20005

Dear Ms Carter:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Mr. Donald L. Davis
VP - Workforce Development Division
National Council on the Aging, Inc. (NCOA)
1901 L Street, NW, 4th Floor
Washington, DC 20036

Dear Mr. Davis:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

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Office of Employer Services
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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Ms. Tomiko Thomas
Acting Program Manager
Older Workers and Training Program
DC Office on Aging
Washington, DC 20001

Dear Ms. Thomas:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

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Office of Employer Services
Workforce Development Bureau

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Mr. Jim Seith
National Director
AARP Foundation (AARP)
601 E Street, NW
Washington, DC 20049

Dear Mr. Seith:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

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Office of Employer Services
Workforce Development Bureau

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Mr. Keith Mitchell
Executive Director
Workforce Investment Council
609 H Street, NE, Suite 521
Washington, DC 20002

Dear Mr. Mitchell:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Mr. Larry Ethridge
Project Coordinator
National Association for Hispanic Elderly
1015 - 18th Street, NW, Suite 401
Washington, DC 20036

Dear Mr. Ethridge:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

As required in Section 503(a)(2) of the 2006 Older Americans Act (OAA) Amendments, the development of the State Plan must include involvement from all of the Title V Programs. This letter is your invitation to serve on this very important SCSEP Strategic Planning Working Group. We are convening our first working group meeting on Tuesday, April 16th, from 10 a.m. – 12noon. The meeting will be held at 609 H Street, NE, 5th Floor Room 528. **Please respond via email with your availability by Wednesday, April 9th. The State Plan deadline is June 30th.**

Enclosed for your review and comments is a draft copy of the 4-Year SESCO State Plan, along with a copy of the U.S. Department of Labor's Training and Employment Guidance Letter (TEGL). I look forward to your valuable participation. Please contact Lillian Huff on 202-698-5821, or by email at Lillian.Huff@dc.gov should you have questions.

Sincerely,

Margaret V. Wright, CPM
Senior Manager
Office of Employer Services
Workforce Development Bureau

Enclosures

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Mr. Ron McLean
Director
Barney Neighborhood House - Senior Program
5656A - 3rd Street, NE
Washington, DC 20011

Dear Mr. McLean:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

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Department of Employment Services
Workforce Development Bureau**



April 3, 2008

Ms. Thomye Cave
Director
Downtown Cluster's Geriatric Day Care Center
926 - 11th Street, NW
Washington, DC 20001

Dear Ms. Cave:

The District of Columbia Department of Employment Services' Senior Community Service Employment Program (SCSEP) is required by law to submit a four (4) year State Plan, for 2008-2011, to the U.S. Department of Labor, Employment and Training Administration. The purpose of the plan is to provide an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state.

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Sincerely,

Margaret V. Wright, CPM
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